



Date: January 13, 2015

Position Title: **Receptionist**

Department: **Business Development**

Posting Deadline: January 23, 2015

Senior Services of Southwest Michigan is seeking to fill a full-time receptionist position. This position will provide exceptional customer services to our customers calling in and/or walking in. They will serve as the initial communication link between the community and our agency.

As our front-line person, must be able to answer and direct calls in a knowledgeable, professional and timely manner. The average number of telephone calls received each week is 400-500, with an average number of 150 walk-in guests each week. Must be knowledgeable regarding services and programs available in the aging network; knowledge of the MMAP a big plus! A neat appearance and courteous, professional manner that provides a positive representation of the agency and its programs is a must. Must be comfortable with computer usage and have an ability to learn new programs.

Apply in person between the hours of 9:00 a.m. and 3:00 p.m. at the Senior Services of Southwest Michigan office, 918 Jasper Street, Kalamazoo, MI 49001; fax resume to: 269-382-3189; or email to: humanresources@seniorservices1.org (no phone calls, please).

Senior Services of Southwest Michigan is an Equal Opportunity Employer. It is the policy of Senior Services of Southwest Michigan to provide equal employment opportunities to all qualified persons regardless of race, religion, color, national origin, citizenship, age, sex, sexual orientation, gender identity, marital status, familial status, disability, union activities or sentiments, political affiliation, height, weight, genetic information, veteran status or record of arrest without conviction. This agency participates with E-Verify.